

Provider of Assistance to the Impoverished

ELIGIBILITY APPLICATION REQUIREMENTS

INSTRUCTIONS ON FILLING OUT THE ELIGIBILITY APPLICATION FORM

Due to the Federal Regulations Kansas Federal Surplus Property is doing the required Certification of Eligibility. Applications by regulation are required to be renewed every three (3) years or when a new authorizing official comes into office. Please note that it is the RESPONSIBILITY of the applying organization to provide ALL APPLICABLE AND NECESSARY DOCUMENTATION for review to Kansas Federal Surplus Property (KS FSP). Failure to provide necessary documentation will delay approval of the application and therefore prohibit your agency from receiving Federal property. KS FSP may require additional information other than what is listed, on a case by case scenario.

Please provide the following:

The following documents are required with the application

1. Eligibility Application packet with all requested information properly completed and signed by the **Authorizing Official by the Director or Equivalent on each of the six (6) pages.**
2. On a separate page; on **OFFICAL LETTERHEAD** provide a Narrative, which includes the following information:
 - Services Provided.
 - Number of individuals and families served last year (or to date this year if recently opened)
 - Number of Employees: Full-Time, part-time, and volunteers
 - Physical address for each location maintained and operated.
3. Provide the RNO (Race and National Origin) profile of your service area
Census Data which can be found at this web site:
<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
Community Facts: you must enter your county information in the search box; then click GO
Once on your county page go to:
2017 American Community Survey
Click on: Demographic and Housing Estimates (Age, Sex, Race, Households and Housing, ...)
4. Sources of Funding:
 - Copy of latest financial statement
5. Copy of Articles of Incorporation
6. Copy pf 501(c) – IRS Determination (if filing as a non-profit) or proof of Public Agency Status (if filing as a public agency: ordinance, act, etc.)
7. Copy of Licenses / Accreditation / Approval (Dept. of Human Services, State Board of Health)
8. Written recognition by mayor, county judge, or local health department administrator that the organization is providing a specific service to the homeless
9. Copy of fire code (if applicable)

All pages must be signed by Director or Equivalent

Please retain a copy for your records.

Any Questions concerning the required documentation, or the application process call our office at (785) 296-2351 Monday – Friday 8 AM to 4:30 PM.

E-mail: fedsurplus@ks.gov

Fax: (785) 296-4060

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